



Date: July 7, 2016

To: NDUS Admissions and Recruitment User Group
NDUS Student Records User Group
North Dakota High School Counselors
North Dakota Superintendents/Principals

From: North Dakota Department of Public Instruction (NDDPI)
North Dakota University System (NDUS)

Re: ND eTranscripts: Designation a Legal Document to Exchange Early Entry/Dual Credit Coursework Among NDUS Colleges and Universities

The purpose of this memo is to formally recognize the North Dakota eTranscript as an official transcript for the purposes of sharing coursework taken in North Dakota high school and as an official record of courses taken from NDUS colleges and universities.

In addition to working with representatives from North Dakota high schools, colleges, and universities in the development and refinement of eTranscripts, the following individuals and entities have reviewed and approved the use and designation of eTranscripts as an official means to share high school coursework and college courses taken by high school students:

- ND General Counsel
- NDUS Chief Information Officer
- NDUS Chief of Staff
- ND Information Technology Department (ITD), Tracy Korsmo
- NDDPI

The NDUS colleges and universities are instructed to use the courses and grades earned by Early Entry students as presented on the eTranscript. These courses and grades are directly extracted on a daily basis through batch processing from the NDUS student information system.

Recognizing that not all North Dakota high schools utilize the eTranscript system, other transcript formats will continue to be reviewed.

North Dakota Department of Public Instruction Contacts:

Robin Lang, Assistant Director of Teacher and School Effectiveness
(701) 328-2244
roclang@nd.gov

Ann Ellefson, Director of Academic Support
(701) 328-2488
aellefson@nd.gov

North Dakota University System Contact:

Lisa Johnson, Director of System-wide Student Entry, Transfer, & Retention
(701) 858-3494
lisa.a.johnson@ndus.edu